National Institute for Health and Care Excellence

Tender:

Lot 1: Guidelines Technical Support Unit

Lot 2: Health Economics and evidence synthesis training

This tender contains two separate Lots:

* **Lot 1**: Tender for a Guidelines Technical Support Unit
* **Lot 2:** Tender for Health Economics and Evidence Synthesis Training.

Bidders are invited to bid for either or both lots. Please state on your submission which Lots your bidding for.

**Lot 1: Guidelines Technical Support Unit**

1. Introduction

*The National Institute for Health and Care Excellence (NICE) provides national guidance and advice to improve health and social care.*

Details of our work programmes and examples of NICE guidance can be found on the NICE website (<https://www.nice.org.uk/>).

NICE wishes to commission a Guidelines Technical Support Unit (GTSU) (supplier) to support / assist guideline developers (Guideline Development Teams) and NICE’s technical team in meeting the needs of the Guideline Committees (GC) by supporting the guideline developers in their work. In addition, it will have an important role in assisting in the development of the methods of NICE guideline production, and training in these methods

The Supplier will enhance support for the NICE Centre for Guidelines (CfG) Programme. The Supplier will also assist guideline developers (Guideline Development Teams) and NICE’s technical team in meeting the needs of the Guideline Committees (GC) by supporting the guideline developers in their work.

This is an exciting and challenging opportunity for a high calibre external unit to contribute to the work of NICE and we are inviting tenders for this work – see section 7.

The contract for this work will commence on the 1st April 2023.

The contract will be for an initial period of 3 years. The agreement shall have an option to be extended for a further 12 month period, so that this contract may remain in force for a 1 year period terminating on 31st March 2027.

The Lot 1 Technical Support unit budget will be £200,000 per annum for the initial period of three years after which time the budget will be varied according to the work programme requirement. The Lot 2 Health Economics and Evidence Synthesis Training will be a framework where the volume is agreed by individual call off contracts for the specific course(s). The estimated budget, which may or may not be committed to, is £30,000 per annum.

1. The role of the Guidelines Technical Support Unit
	1. Objectives

The Supplier is required to be a multidisciplinary team of people, expert in the methods of advanced evidence synthesis and complex health economics for guideline development and capable of providing expert advice, analytic and educational support, and high-quality analyses to decision makers across the range of guideline topic evaluated by the NICE Centre for Guidelines (CfG). Providing advice shall involve activities such as attendance at meetings or workshops with NICE and their partners and advising NICE CfG and its Guideline Development Teams and Guideline Committees on methodological issues in the development of specific guidance.

This will be achieved by:

* Providing a technical support service when NICE identifies a particular need during the development of a guideline, working collaboratively with NICE guideline developers and NICE technical staff.
* Providing a rapid response capability to address technical issues raised by NICE guideline developers and NICE technical staff, including as a result of consultation on a guideline.
* Undertaking supplementary analysis as directed by NICE with the agreement and collaboration of the guideline developers and the Guideline Committee.
* Providing training on analytical techniques to be applied in guidance development.
* Contributing to research into the principles and practices of evidence-based decision-making specifically in relation to guideline development.
* Providing credible expert advice on and support for the development and adoption of new practices within the NICE guideline programme.
	1. Specific tasks

The issues raised for individual guidelines will determine the specific tasks undertaken by the supplier. The following activities will be required:

* **Carrying out high quality primary and secondary analyses**; for example, health economic or simulation modelling or complex meta-analysis of randomised controlled trials (RCTs), or synthesis of non-randomised evidence, as required. This will be identified as a need by the NICE guideline developers and undertaken in collaboration with CfG technical staff. It will include presenting these analyses (and other research) as required, for example to the Guideline Committee. The supplier would be expected to respond to any comments on the analyses undertaken by them.
* **Reviewing evidence or proposed analytical approaches** presented in the guideline, including complex evidence synthesis and statistical approaches, health economic evaluations and modelling, if crucial issues arise during development or validation of the clinical guideline. These issues will be identified by CfG technical staff and the guideline developers, including the Guideline Committee.
* **Quality assuring analyses** undertaken by NICE guideline developers and presented in the guideline, including complex evidence synthesis and statistical approaches, health economic evaluations and modelling, during development, validation and post-consultation of the guideline. Analyses requiring quality assurance will be identified by CfG technical staff.
* **Developing reports and briefing papers** on new and existing methodological approaches to guideline development in response to a brief from CfG technical staff.
* **Assisting NICE CfG Technical Staff** in contributing to updates of Developing NICE guidelines: the manual (<https://www.nice.org.uk/article/PMG20/chapter/1%20Introduction%20and%20overview> )
* **Methods Support and Research Projects**

Method support will relate to producing methods guidance documents on appropriate methods on advanced evidence synthesis and complex economic analyses to assist all those involved in guideline development, including guideline developers, guideline committee members, those commenting on draft guidelines during the consultation period, manufacturers, and stakeholders. These series of documents complement the NICE Health Technology Evaluations Manual (<https://www.nice.org.uk/process/pmg36/chapter/introduction-to-health-technology-evaluation> ), the NICE Guidelines Manual (<https://www.nice.org.uk/process/pmg20/chapter/introduction>), and the NICE Decision Support Unit (DSU) Technical Support Documents (TSDs) <https://www.sheffield.ac.uk/nice-dsu/tsds> ).

In addition, methods support will also relate to providing advice on methods to NICE CfG on advanced evidence synthesis and complex economic analyses as part of the process for updates of the NICE Guideline Manual (<https://www.nice.org.uk/process/pmg20/chapter/introduction> )

Research projects will relate to methodological or process developments of clinical guidelines. These topics will mainly be derived from rapid response projects and updates of the guideline manual (<https://www.nice.org.uk/process/pmg20/chapter/introduction>), and should address well defined areas of methodological interest, predominately on advanced evidence synthesis and complex health economic analyses. These projects should not replicate research that is already being conducted within NICE or funded by NIHR. All projects will be agreed between NICE and the Supplier.

* The supplier will be expected to demonstrate the following:
* Effective project management to plan and coordinate the delivery of each task on time and to the high quality required. This includes ensuring that each task is adequately resourced, that the agreed specification for the task is followed in accordance with the processes and methods outlined in the contract, and that project risks are appropriately recorded, monitored and managed.
* Effective governance to ensure that pay and non-pay resources are managed appropriately.

All tasks will require liaison with the CfG technical team and relevant technical staff from the guideline developers. Performance management to ensure that the terms of the contract are being met will involve the CfG technical staff.

* **Providing support and training** on analytical techniques for the NICE guideline developers, CfG technical staff and Committees, including supporting the development of new methods for health economics and simulation modelling; and complex meta-analysis (for example, network meta-analyses) of randomised controlled trials (RCTs), the quantitative synthesis of non-RCT evidence and other study designs requiring advanced techniques. Training projects will provide the Guideline Development Teams and NICE CfG technical staff with bespoke technical training to improve the technical knowledge of guideline developers to meet their specific training needs. NICE will work with the supplier to provide a detailed specification on what the training project should cover. Training will take the most appropriate and cost-effective format.
	1. LOT2 Health Economics and evidence synthesis training

We are looking for an external provider to run a suite of short courses on Health Economics to support our technical staff with their continuing professional development.

We are looking for a provider who will provide the opportunity to partner with an internal subject matter expert at NICE, to co-facilitate and provide in-house support on an ongoing basis to technical staff

To support NICE with:

* Planning, designing, preparing, organising, and delivering Health Economics technical training for NICE staff.
* Offering virtual 1-day workshops for our technical staff- technical analysts, technical advisers, health technology assessment analysts.
* Offer a suite of virtual workshops covering the below topics:
1. An introduction to economic evaluation
2. Advanced issues in economic evaluation
3. Health economics decision modelling and critiquing models
4. Early models for designing clinical trials
5. An introduction to network meta-analysis
6. Practical issues in network meta-analysis for Health Technology Assessment
7. An introduction to R for Health Technology Assessment
8. An introduction to medical statistics
9. Health utilities for economic evaluation
10. An introduction to patient-reported outcomes
11. An introduction to scoping reviews, rapid reviews, and overviews of reviews
12. Identifying evidence for Health Technology Assessment
13. Software to support the systematic review process
14. Recording the virtual sessions, for technical staff to access as a learning resource.
15. Sharing the slides and any content used in the session delivery, in an accessible format, for technical staff to access as a learning resource.
16. Providing meaningful management information (M.I.) to the Learning and Development team at NICE. This will include but is not limited to participant satisfaction with the workshops and content, followed by evaluation of programme impact.
17. Meeting the project milestones on specified dates as set out in any agreement for this training.

# Milestones (proposed minimum):

* Confirm attendance of staff to the event at least 1 week before the event.
* Changes to the course to be advised to the Learning and Development Team at least 1 week before each event.

For both Training services logistical arrangements for training courses, associated catering arrangements and costs, and the arrangements for accommodation and travel of participants and associated expenses shall be the responsibility of NICE, or the participants’ institution, as determined and co-ordinated by NICE.

1. Skills required

Delivery of a rapid technical service to the guideline programme will require a customer-focused approach. The supplier will need personnel from a range of disciplines with a high degree of technical expertise. Some of the attributes NICE requires of the supplier are as follows:

* A multidisciplinary team or network of personnel, preferably with an academic affiliation, with proven expertise in health economics and operational research, statistical analysis and other areas of evidence-based policy making (preferably in health).
* Experience of using evidence and modelling techniques to support decision-making, preferably in the context of the UK healthcare system.
* A thorough understanding of the current methods and processes used to develop NICE guidelines.
* A proven track record of responding rapidly and adopting a pragmatic approach to technical queries in a decision-making context.
* A demonstrated ability to deliver high quality outputs to agreed timescales and specifications.
* Expertise, demonstrating ability to deliver a high-quality report, including details of any areas of academic interest, a full publication history and CVs of all individuals involved
* Demonstration of robust quality assurance procedures.
* A proven track record of efficient and effective project management.
* Excellent communication skills, including presenting and writing skills.
* A good understanding of, and sensitivity to, the environment within which NICE operates.
* Experience working with confidential information.
* Familiarity with and commitment to working within the legislative environment that NICE is subject to (such as Freedom of Information and Data Protection).
1. Monitoring and evaluation

The performance of the supplier will be monitored against delivery of the specifications set out in section 2 for Lot 1 services. Lot 2 services will be agreed and monitored on a course by course basis.

A method for evaluating the impact of deliverables on the decision making will be agreed with NICE. This will allow for evaluation of the deliverables’ suitability and will help NICE to improve its technical support to guideline developers, including the Committees and CfG technical staff.

1. Conflicts and confidentiality

NICE has a wide range of stakeholders with an interest and involvement in its work, including the general public, patients and carers, health and social care practitioners, industry, political audiences, academic audiences and international audiences. It is important that you indicate whether you anticipate any conflicts of interest with your existing work base and how you would handle these issues. NICE will expect all relevant personnel (including subcontractors) to adhere to its Conflicts of Interest Policy (<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nice.org.uk%2FMedia%2FDefault%2FAbout%2FWho-we-are%2FPolicies-and-procedures%2Fdeclaring-and-managing-interests-board-and-employees-policy.docx&wdOrigin=BROWSELINK>

The supplier will often be privy to confidential information or information not available to the general public, such as the contents of draft clinical guidelines during their development. The supplier is expected to respect the confidentiality of this information and handle it in line with NICE’s Standards of Business Code of Conduct and the terms and conditions of the contract for the services.

1. Your proposals

Please provide answers to the numbered questions below.

* 1. Lot 1 Rapid response service

When addressing the questions, consider the feasibility of undertaking complex analyses, as well as strategies for communicating with Committee members who may be unfamiliar with advanced analytic and modelling methods. Note that delivery of such work will be within defined timescales that are fixed. Provide information about:

* + 1. Your approach to the delivery of a rapid response service for complex technical issues.
		2. Your experience of providing high quality advice and analyses (including evidence syntheses and health economic evaluations) within tight deadlines for decision-making, preferably in the UK healthcare environment. In addition, please provide two examples of similar projects.
		3. How you will ensure that the highest level of scientific expertise is available to NICE for the provision of this service. Indicate the technical expertise of the members of the Unit, including details of their area of academic interest and publication history where relevant. In addition, what networks of expertise will you be able to draw on?
		4. How you would deliver this service in a collaborative way with the developers that enhances their ability to undertake similar work in the future.
		5. The resources necessary to provide this rapid response service (for example, the number and type of staff involved, their expertise and estimated time commitment per person).
	1. Lot1 Methodological training

Provide information about:

* + 1. Your approach to the delivery of bespoke training to technical staff involved in guideline development.
		2. The details of your experience of providing methodological training in the area of evidence-based decision-making, preferably with a health focus. In addition, please provide two examples.
		3. How you will ensure that the highest level of scientific expertise is available to NICE for the provision of this service (see also section 6.1.4)
		4. The resources necessary to provide bespoke training (for example, the number and type of staff involved, their expertise and estimated time commitment per person).
	1. Lot 1 Guidelines methods development

When addressing the questions below, note that CfG technical staff has a specific interest in the following areas:

* Synthesis and analysis of non-randomised evidence, particularly with regard to reflecting decision uncertainty caused by suspected bias.
* Developing processes and methods to support the development of digital living guidelines
* Analytical approaches to assessing the effectiveness and cost effectiveness of public health and social care interventions.

Provide information about:

* + 1. Your approach to developing methods for NICE guideline production, including original research.
		2. Your experience in contributing to the development of new methods in support of evidence-based decision-making, preferably in the area of health. In addition, please provide two examples of similar projects.
		3. Your approach to facilitating research collaborations between guideline developers and interested researchers and organisations.
		4. How you will ensure that the highest level of scientific expertise is available to NICE for the provision of this service (see also section 6.1.4)
		5. The resources necessary to provide this service (for example, the number and type of staff involved, their expertise and estimated time commitment per person).
	1. Lot 1 Establishing and developing the GTSU

Provide a summary plan outlining how you will establish and develop the GTSU, taking into account all pay and non-pay costs (including overheads) and detailing how you have constructed your cost base to take account of inflation. The summary plan should include details of:

* + 1. How you will establish the unit and services quickly to ensure that you are able to start work from 1st April 2023.
		2. Your process for efficient and effective project management including the methodology and monitoring tools you will use to track delivery of these services according to specification.
		3. Your process for handling and storing confidential information (provide us with your policy for dealing with confidential information).
		4. Please described your company’s Social Value Commitment to include:
* Fighting climate change - Effective stewardship of the environment
* Equal opportunity - Reduce the disability employment gap. Tackle workforce inequality
* Wellbeing - Improve health and wellbeing Improve community cohesion
* And any other social value commitment your company is undertaking
1. Project costs

Please provide a breakdown of the estimated budget necessary to deliver the Lot 1 service (excluding VAT). This should also show the estimated time commitment of core team members. Please complete the costing tables in the format provided below. Failure to complete in format provided may result in your offer being rejected. Where possible, bidders should indicate the maximum number of papers they could review within the available timeframe for this piece of work given their available staff resources.

1. **Resource Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff/Resource Description | No. of Days per Staff/ Resource | Day Rate per Staff/Resource(£) | Total Cost (£) |
|  |  |  |  |
|  |  |  |  |

1. **Non-Pay Costs**

|  |  |
| --- | --- |
| Non-Pay Costs Description (must include supply of full text articles, Interlibrary loans and database costs): | Total Cost (£) |
|  |  |
|  |  |

1. **Total Costs (for Lot 1)**

|  |  |
| --- | --- |
| Total Project Cost ex VAT (£) |  |

Travel and Subsistence is to be included in the resource costs above.

1. LOT 2
	1. Experience and Expertise
		1. Please provide an overview of your previous experience designing and delivering Health Economics technical training together with 2 examples or case studies demonstrating this experience.
		2. Please provide detail of how you will design, develop, and deliver the Health Economics training for NICE
		3. Please outline how you will work collaboratively with internal subject matter experts on the design, delivery, and co-facilitation of the short courses
		4. Please outline how you will facilitate virtual delivery, including any previous experience of delivering virtual sessions.
		5. Please propose your approach to the evaluation of the programme, including impact on both the individual participants and the organisation.
		6. Please detail the top 3 risks to this work and your mitigation to them.
	2. Flexibility
		1. Please provide your availability and available dates to offer short courses on the subjects outlined in Section 2.3,Please provide full details of any of timetabling and dates together with details of flexibility (booking lead time etc).
	3. Costs
		1. Please provide your costs.
2. *Policies and Financial Statements:*

As required by Public Sector regulations and in line with best practice, please provide one copy of each of your organisations policies relating to the following:

* Health and Safety;
* Environmental;
* Equal Opportunities and Diversity in the Work Place.

NICE recognises that some SMEs (Small, Medium Enterprises) (less than 50 people for a Small Enterprise and less than 250 for a Medium Enterprise) may not have formal policies available but still operate their businesses in a manner that is conducive to the above. If you are an SME and do not have formal policies in place, please submit with your response a written statement on how your company operates in light of the above three areas of legislation and best practice***.***

In addition, please provide the following:

* The last 3 years of audited accounts for your organisation. In the case of an SME where audited accounts cannot be provided, please provide 3 years balance sheets and a statement that you are an SME and exempt for audited accounts;
* A declaration (if applicable) of all current projects with clients or partners that your department/group/organisation is currently working with which could be seen as being detrimental or ethically opposed to the health aims promoted by NICE.
1. Instructions to tender

**Please be aware of the following important points when completing and submitting your tender:**

* All offers must be written in English;
* All offers must be submitted in accordance with the documentation provided herein. This must not be amended in any way.
* Interested parties are required to **Express an Interest (EoI)** no later than **UK local time 17:00hrs 17th November 2022.** Bidders who submit a proposal and have not sent and expressed an interest by the above time shall not be considered. An expression of Interest is to be submitted as an email to barney.wilkinson@nice.org.uk containing the contact details of the individual who is leading your offer.
* **All offers must be submitted electronically, by email to:**

**contract.bids@nice.org.uk** **no later than 12:00 noon on 23rd November 2022**

* The offer email should be titled Guidelines Technical Support Unit and [your company name] or Lot 1 offers or ‘NICE Health Economics Training’ and [your company name] if only offering for Lot 2. If bidding for both Lots please title the email as Guidelines TSU and HE Training.
* Please submit separate offers for each Lot (as that will aid us in assessment more than a single combined bid)
* All offers must be accompanied by the forms requiring signatures. These are
	+ The Form of Offer
	+ The Redaction Requests form
	+ Competing interests form
* Please also include your
	+ Health and Safety Policy
	+ Environmental Policy including any Carbon Reduction plans/ Reporting
	+ Equal Opportunities and Diversity in the Work Place Policy
	+ Your Accounts
	+ If applicable, Your Organisation’s Modern Slavery statement
* Failure to comply with the requirements specification may result in your bid being rejected.

Before offers are submitted, those wishing to tender may have specific questions and queries regarding NICE processes or methods or the invitation to tender specification. This includes any desired changes to the Terms and Conditions of the sample contract – sample copies of the contracts have been attached for your consideration.

Under our procurement arrangements NICE has to ensure that all applicants receive equal treatment, and we will therefore share all information requests and responses with all applicants.

Consequently all questions and queries regarding the invitation to tender document, NICE processes and methods and the sample contract must be submitted by email to Barney Wilkinson, Associate Director Procurement at **barney.wilkinson@nice.org.uk**  by no later than **5pm on 17th November 2022**.

The questions and answers will be collated and distributed by email to all potential bidders throughout the tender period with the final set being issued by 1**8th November 2022** Please note that there will be no telephone or informal or other kind of discussion between potential bidders and NICE staff after this document is dispatched.

Following assessment of tenders, a shortlist of bidders may be invited to an interview to further clarify aspects of their proposal with the CfG technical staff. If this is required, the interviews will take place on **6th December 2022.** All bidders are requested to keep this date free at this stage.

The Bidder must be explicit and comprehensive in their proposals as this will be the single source of information on which their response will be evaluated.

The Bidder is advised neither to make any assumptions about their past or current Bidder relationships with NICE nor to assume that such prior business relationships will be considered in the evaluation procedure.

NICE shall have no liability for any cost or expense whatsoever that the potential supplier incurs as a result of participating in this procurement.

1. Modern Slavery

If your organisation (whole organisation including parent, group, or subsidiary) has a turnover of £36 million pounds or greater then please provide a Modern Slavery Act Transparency Statement: this should set out the steps you have taken to ensure there is no modern slavery in your own organisation/business and that of your supply chain. If your organisation has taken no steps to ensure there is no modern slavery in your own organisation, then your statement should say so. Please note: a parent org/ group statement is acceptable; this is compliance with the Modern Slavery Act

**Procurement Timetable**

The estimated timetable for the remainder of this procurement is as follows, please note NICE reserve the right to amend and adjust this timetable at its discretion

The timetable for the tendering process is:

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Issue of Tender  |  18/10/2022 |
| Deadline for Expression of Interest |  17/11/2022 |
| Deadline for tender questions |  17/11/2022 |
| Final issue of responses to questions | 18/11/2022 |
| Tender submission deadline | 23/11/2022 at 12:00pm |
| Tender evaluation | 23/11/2022 – 30/11/2022 |
| Notify shortlisted Suppliers of interview (if required) | 01/12/2022 |
| Interviews | 06/12/2022 |
| Winning Supplier Notice and Unsuccessful Suppliers Debriefed | 07/12/2022 |
| Alcatel Period (10 days) | 08/12/2022 – 21/12/2022 |
| Contract Award | 22/12/2022 |
| Contract Commences | 01/04/2023 |

***\*Please be aware this timetable maybe subject to change***

1. Lot 1 Selection criteria

Tenders will be assessed on the basis of

(i) the financial stability and company policies (which they will either pass or fail) and (ii) assessment of the project specification. Criteria for each are shown in the tables below:

* 1. Company policies and stability

|  |  |
| --- | --- |
| Company Policies | Pass/Fail |
| Financial Stability | Pass/Fail |

* 1. Project specification

|  |  |  |
| --- | --- | --- |
| **Area** | **Criterion** | **Weighting** |
| Rapid response service | Clear description of, and project plan for, how the rapid response service for technical issues would be delivered | 5 |
|  | Experience of providing high quality advice and analyses (including economic evaluations) within tight deadlines for decision making, preferably in the UK healthcare environment | 5 |
|  | Ability to ensure the highest level of scientific expertise is available to the Institute for the provision of these services | 5 |
|  | Clear details and appropriate assessment of the resources necessary to provide these rapid response services | 5 |
|  | Ability to deliver this service in a collaborative way with the guideline developers to enhance their ability to undertake similar work in the future | 5 |
| Methodological training | Clear description of, and project plan for, how the methodological training would be delivered | 5 |
|  | Experience of providing methodological training in the area of evidence-based policy making, preferably with a health focus | 5 |
|  | Ability to ensure the highest level of scientific expertise is available to the Institute for the provision of this service | 5 |
|  | Clear details and appropriate assessment of the resources necessary to provide bespoke training  | 5 |
| Methods Development Support | Clear description of, and project plan for, how the guideline methods development service would be delivered | 3 |
|  | Experience in contributing to the development of new methods in support evidence-based policy making, preferably in the area of health | 3 |
|  | Approach to facilitating the creation of research collaborations between guideline developers and interested researchers/organisations | 3 |
|  | Ensure the highest level of scientific expertise is available to the Institute for the provision of this service | 3 |
|  | Clear details and appropriate assessment of the resources necessary to provide this service  | 3 |
| General | Adequate project management methodology and the monitoring tools to assess and manage risk, and track delivery to specification | 8 |
|  | Ability to establish the unit and services quickly to ensure that work can commence from 1st April 2023 | 4 |
|  | Cost and value for money | 20 |
|  | Please described your company’s Social Value  | 8 |

* 1. Cost Evaluation

In light of the Coalition government’s drive for transparency, NICE is providing the formula that will be used for the cost evaluation aspect and the scoring guide.

The cost will be evaluated using the following formula:

 **Lowest Bidder’s Price / Bidder’s Price X (20%)**

* 1. Criteria and Scoring Guide

Each evaluator will independently evaluate each tender submitted and use the following guide to score each criteria, the scores of all evaluators per criteria are then averaged and the criteria weighting is then applied to give an adjusted score.

|  |  |
| --- | --- |
| Score | Guide |
|  -5 | The point is omitted |
| 0 | Not explained / repeat of specification |
| 1 | The point is not acceptable |
| 2 | The point is possibly acceptable |
| 3 | The point is acceptable |
| 4 | The point is well made and acceptable |
| 5 | Exceeds expectations / excellent |

1. Lot 2 Selection criteria
	1. Lot 2 Company policies and stability

|  |  |
| --- | --- |
| Company Policies | Pass/Fail |
| Financial Stability | Pass/Fail |

* 1. Project specification

|  |  |  |
| --- | --- | --- |
| **Area** | **Criterion** | **Weighting** |
| Experience and Expertise | Previous expertise | 10 |
|  | Design and development of training | 10 |
|  | Expertise of delivery | 5 |
|  | Programme evaluation | 5 |
| Flexibility  | Volume/ range/ frequency of courses | 15 |
|  | Ease/ lead time of booking | 5 |
| Project cost & value for money |  | 50 |

* 1. Cost Evaluation

In light of the Coalition government’s drive for transparency, NICE is providing the formula that will be used for the cost evaluation aspect and the scoring guide.

The cost will be evaluated using the following formula:

 **Lowest Bidder’s Price / Bidder’s Price X (50%)**

* 1. Criteria and Scoring Guide

Each evaluator will independently evaluate each tender submitted and use the following guide to score each criteria, the scores of all evaluators per criteria are then averaged and the criteria weighting is then applied to give an adjusted score.

|  |  |
| --- | --- |
| Score | Guide |
|  -5 | The point is omitted |
| 0 | Not explained / repeat of specification |
| 1 | The point is not acceptable |
| 2 | The point is possibly acceptable |
| 3 | The point is acceptable |
| 4 | The point is well made and acceptable |
| 5 | Exceeds expectations / excellent |

* 1. Lot 2 Selection Criteria

The selection criteria and weighting that will be applied to the bids are:

|  |  |
| --- | --- |
| **Criteria**  | **Weighting** |
| Experience and Expertise | 30 |
| Flexibility  | 20 |
| Project cost & value for money | 50 |

For transparency, NICE is providing the formula that will be used for the cost evaluation aspect and the scoring guide.

Cost Evaluation

The cost will be evaluated using the following formula:

**Lowest Bidder’s Price / Bidder’s Price X 50 (the weighting)**

1. Non-compliance

NICE expressly reserves the right to reject any proposal that:

* Does not follow the instruction to tender guidance;
* Is an incomplete proposal, where answers to any questions are not provided, or a reasonable explanation is not provided of why any answer to any question has been omitted;
* Refusal to adhere to or significant unacceptable changes made to the Terms and Conditions of Contract.